

Associate Program Coordinator

Description

Homebase is adding a position for an Associate Program Coordinator, (\$62,000 - 76,000, DOE) to join our passionate national team. In addition to a competitive salary, we offer comprehensive benefits, including a 403(b) match, health insurance, and generous PTO.

This position has the option to be remote or based out of our San Francisco office. Applicants who wish to work a part-time schedule may be considered.

About the Position

The Associate Program Coordinator provides administrative support to Homebase's national program team, working with federal, state, and local partners to build community capacity to end homelessness. The position leads the processes to provide compensation for individuals with lived experiences of homelessness who support our work, coordinates meetings between stakeholders across the country, and provides other assistance to Homebase's collaborative, warmhearted team of program and administrative operations staff.

This is a dynamic position at a flexible, fun, and supportive organization, working closely with a diverse team of mission-driven colleagues.

About Homebase

Homebase is a national nonprofit dedicated to the social problem of homelessness. Our mission is to end homelessness, prevent its recurrence, and decrease its effect on communities. We work at the local, state, and national levels to support our partners in designing systems and implementing responses to homelessness while fostering collaboration and collective impact in addressing its political and economic causes.

Our work requires acknowledging and addressing the fact that people of color, especially Black and Indigenous people, experience homelessness at dramatically disproportionate rates. Recognizing that this is a result of systemic, intersectional inequities, we believe it is crucial as an organization to promote racial equity and anti-racism throughout our work. We are committed to ensuring equal opportunity and a workplace environment that is diverse, equitable, inclusive, and fosters a sense of belonging for all of our team.

Responsibilities

- At least 50% of the position's time will focus on coordinating and administering stipend payments and gift cards for people with lived experience of homelessness who support Homebase's work. This includes:
 - Receiving stipend/gift card request forms and generating approval forms for internal staff using Sage Intacct
 - Purchasing and distribution of gift cards and other stipend payment methods to

recipients

- Communicating with stipend recipients, project leads, and finance staff to ensure timely distribution of payments, adherence to internal policies, and support for stipend recipients
- Providing administrative support on a dynamic array of projects with our collaborative nationwide team of homelessness and supportive housing technical experts. This includes:
 - Maintaining and updating project-related and internal databases, records, and trackers in Salesforce, Excel, and other programs as needed.
 - Assisting with meeting scheduling, Doodle polls, Zoom logistics, and other registration needs for virtual and onsite events, meetings, and conferences.
 - Managing listservs for Homebase and Homebase community partners, including through Mailchimp and Google programs.
 - Depending on experience of applicant, work may also include copy editing and graphic design of written materials, administering Homebase's learning management system, supporting Homebase's social media, updating Homebase's website, and other content development or administrative activities as needed.
- Additional administrative support as needed. This may include:
 - Identifying opportunities to strengthen and streamline internal administrative processes and policies.
 - Developing understanding of Homebase's work in responding to homelessness and organizing internal resources for knowledge sharing and information management across staff.
 - As a member of the administrative team, provide backup support for other team members; promote smooth and efficient implementation of Homebase programs by successfully discharging other duties and special projects as assigned.

Qualifications

Successful candidates ideally possess:

- At least 3+ years of prior experience providing administrative support in an office or similar setting.
- Ability to succeed in a flexible, warm and supportive team-based environment committed to organizational values of diversity, equity, inclusion, and belonging, and embracing anti-racism.
- Excellent communication and customer service skills with internal and external partners.
- Efficient organizational skills, including ability to prioritize and manage multiple

competing deadlines, shifting priorities, and various projects across several teams, with extensive attention to detail and accuracy and good problem solving.

- Strong computer and technology skills, including experience with Microsoft Office programs, (Excel, Power Point, Word) and ability to adapt to new systems and software. Experience using Mac computers would be a plus.
- Capable of working independently and effectively with internal teams and outside stakeholders on a variety of detail-oriented tasks and objectives in a sometimes fast-paced environment.
- Ability to problem solve, learn quickly, with proven capacity to flex and triage to handle urgent requests, ability to identify and communicate challenges and solutions to accomplish project goals.

Homebase prefers candidates with:

- Demonstrated commitment to the public interest and passion for addressing homelessness and poverty.
- Experience with Salesforce, Sage Intacct, or similar programs is not required but would be a plus.
- Special consideration will be given to applicants with lived experience of housing instability, homelessness, and/or criminal justice involvement, including arrest and conviction records.

To develop transformative solutions to homelessness, Homebase believes in centering the individuals and communities most impacted by its structural causes — including people of color, people with lived experience of poverty, people with disabilities, and those who identify as LGBTQ+ and GNC. We strongly encourage applications from people with these identities or who are members of other historically marginalized communities.

We encourage you to apply, even if you are not sure you meet all of these qualifications. You may have knowledge and experiences not specifically listed here that would support our mission, and we would love to see your application!

To Apply

Please email cover letter, resume, and at least three references to jobs@homebaseccc.org. Positions open until filled.